

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S**

**NATIONAL WEATHER SERVICE**

**OPERATING PLAN for  
FEDERAL WOMEN'S PROGRAM  
2007-2008**

*Working Together to Save Lives*



## **Federal Women's Program Operating Plan**

The objective of the NOAA's National Weather Service (NWS) Federal Women's Program (FWP) is to implement initiatives to increase the representation of women in the NWS workforce, particularly in science, engineering, and senior level positions. The program supports the career development and advancement of women, including minority women and women with disabilities at NWS.

In 1967, Executive Order 11375 added sex to other prohibited forms of discrimination such as race, color, religion, and national origin. In response to this, the Office of Personnel Management (OPM) established the Federal Women's Program (FWP). In 1969, Executive Order 11478 integrated the FWP into the Equal Employment Opportunity (EEO) Program and placed the FWP under the direction of EEO for each agency. OPM regulations implementing Public Law 92-261 require that Federal agencies designate a FWP Manager to advise the Director of EEO on matters affecting the employment and advancement of women. This law also requires that Federal agencies allocate sufficient resources for their Federal Women's Programs.

In an assessment done by the NWS Office of Equal Opportunity and Diversity Management (OEODM) in October 2006, women were substantially underrepresented in the NWS workforce. Women represent 46.8% of the National Civilian Labor Force; however, women only represent 18.3% of the NWS workforce. Women are also underrepresented in all of the NWS core mission occupations (Meteorologist, Meteorologist Technician, Electronic Engineer, Electronic Technician, Physical Scientist, Hydrologist, and Information Technology Specialist).

This Federal Women's Program Operating Plan (FWPOP) is tied to the overall NWS Policy on EEO and Diversity Management. The Diversity Management Operating Plan and the FWPOP will be used to manage the diversity of our employees by building an inclusive work force; fostering an environment that respects the individual; and offering opportunities for all persons to develop to their full potential in support of atmospheric science. Through this plan, the NWS is seeking to build relationships with women communities and engage them in the NWS's vast scientific and technical operations. The plan calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with the women community in three critical areas: employment, education, and training.

NWS FWPOP identifies strategies and goals to eliminate barriers impeding the progress of women. The major programmatic focus will be on transitioning women into science and engineering occupational fields, eliminating barriers in the workforce to ensure full utilization and representation at senior levels, and expanding the pool of girls in science and engineering fields. FWPOP helps to ensure equity in promotions, awards, and all employment related actions.

## **FY 2007-2008 Goals**

<b>Goal</b>	<b>Lead Office</b>	<b>Completion</b>
Establish a relationship with regional FWP Managers.	OEODM	4 <sup>th</sup> Quarter FY 2007
Identify and target institutions that graduate a significant number of women with degrees meeting NWS job needs.	OEODM	2 <sup>nd</sup> Quarter FY 2008
Review NWS internal employment practices undertaken to retain women employees (e.g., use of retention bonuses, awards, promotions, etc.,).	OEODM	2 <sup>nd</sup> Quarter FY 2008
Develop Federal Women's Program web page.	OEODM	4 <sup>th</sup> Quarter FY 2007
Research NWS recruitment strategies used to target women through professional organizations (e.g., Women in Science), and colleges and universities.	OEODM	4 <sup>th</sup> Quarter – FY 2008
Create awareness among NWS female employees of existing executive/leadership training programs.	OEODM	1 <sup>st</sup> Quarter FY 2008
Inform NWS minority employee groups and other Federal government Federal Women's Program Managers about hiring and promotion opportunities and utilize their networks for identifying qualified candidates for senior positions.	OEODM	3 <sup>rd</sup> Quarter FY 2008
Review exit interview procedures, questionnaires, and data for women employees and make recommendations for improvements.	CFO OEODM	Continuously

Review NWS female employee participation in existing skill-building training programs, conferences, and seminars.	NWS Training Division OEODM	1 <sup>st</sup> Quarter – FY 2008
Promote awareness among NWS female employees of opportunities to compete for managerial, executive and upward mobility training.	OEODM	4 <sup>th</sup> Quarter FY 2008
Encourage managers to target women organizations when distributing vacancies.	OEODM	1 <sup>st</sup> Quarter FY 2008

### **Goal A: Enhance/Develop Employee Potential**

**1. Initiate dialogue to establish long-term relationship with women organizations and advocacy groups, e.g., WIS, FEW, and other professional women organizations.**

**Lead Office:** OEODM

**Completion:** Initiate dialogue with a minimum of three organizations by end of Quarter IV – FY 2008.

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**2. Research NWS recruitment strategies used to target women through professional organizations (e.g., Women in Science), and colleges and universities.**

**Lead Office:** Workforce Management Office (WFMO) and OEODM

**Completion:** Meet with WFMO to discuss the current strategies used to recruit women by end of Quarter IV – FY 2008.

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**3. Identify and target institutions that graduate a significant number of women with degrees in NWS occupations.**

**Lead Office:** OEODM

**Completion:** Develop list of candidates by end of Quarter II - FY2008.

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**4. Create awareness among NWS female employees of existing executive/leadership training programs.**

**Lead Office:** OEODM

**Completion:** Review women participation data for executive training program by end of Quarter I - FY2008.

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**5. Inform NWS minority employee groups and other Federal government Federal Women's Program Managers about hiring and promotion opportunities and utilize their networks for identifying qualified candidates for senior positions.**

**Lead Office:** OEODM

**Completion:** Secure membership to National FWP Council Employment Program Managers by end of Quarter I – FY2006.

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**6. Review the possibility of offering more career ladder positions.**

**Lead Office:** OEODM

**Completion:** Meet with WFMO and Office of CFO to discuss the possibility of offering more career ladder positions. What would be the consequences? How can it be done? By end of Quarter I – FY2007.

### **Goal B: Improve Retention**

**1. Review NWS internal employment practices undertaken to retain women employees (e.g., use of retention bonuses, awards, promotions, etc.).**

**Lead Office:** OEODM

**Completion:** Review retention data and make suggestion to correct any deficiencies by end of Quarter II – FY2008.

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**2. Review exit interview procedures, questionnaires, and data for women employees and make recommendations for improvement.**

**Lead Office:** OEODM and Office of Chief Financial Officer (OCFO)

**Completion:** Review existing procedures, questionnaires, and data continuously.

### **Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities.**

**1. Review NWS female employee participation in existing skill-building training programs, conferences, and seminars.**

**Lead Office:** OEODM

**Completion:** Review female participation data for training programs by end of Quarter III – FY 2008.

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**2. Promote awareness among NWS female employees of opportunities to compete for managerial, executive and upward mobility training.**

**Lead Office:** OEODM

**Completion:** Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2008.

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**3. Review NWS nomination process among women and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.**

**Lead Office:** OEODM

**Completion:** Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2008.

#### **Goal D: Monitor and Ensure Accountability**

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of women. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Offices, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to female employment.

**1. Periodically update and review organizational female workforce goals and achievements.**

**Lead Office:** OEODM

**Completion:** Review goals and accomplishments semiannually.

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**2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of women.**

**Lead Office:** OEODM

**Completion:** Annually